

4 FAH-2 H-720 TRANSFERS BETWEEN U.S. DISBURSING OFFICERS (USDO)

(TL:DOH-1; 06-13-2001)

4 FAH-2 H-721 INTRODUCTION

(TL:DOH-1; 06-13-2001)

Transfers between USDOs are required occasionally to support currency payments, transfers of cashiers or other changes in accountability. It is important that both the transferring USDO and the receiving USDO report the transfer and receipt of funds within the same accounting period. No transfers between disbursing officers (DO) should be made without prior approval from FMP/F/IFS.

4 FAH-2 H-722 TRANSFER TO

(TL:DOH-1; 06-13-2001)

The transferring USDO prepares a journal voucher to transfer the amount to another USDO indicating the accounting location code of the receiver. This amount is entered on line 4.37 Form SF-1218, Statement Of Accountability (Foreign Service Account). One copy of the journal voucher with supporting documents must be sent to each of the addresses below.

Department of the Treasury
Budget Reports Branch, Room 5D19
3700 East West Highway
Hyattsville, MD 20782
Tel: (202) 874-9893

Department of State
FMP/F/IFS, Disbursing Oversight
SA-15, Room 5000
1800 N. Kent Street
Arlington VA 22219

4 FAH-2 H-723 TRANSFER FROM

(TL:DOH-1; 06-13-2001)

Upon receipt of notification that a "transfer to" has been executed, the receiving USDO must enter a "transfer from" to increase accountability. This entry is made after confirmation of receipt of the funds involved in the transfer. The receipt will be reflected on line 2.37 of Form SF-1218.

Copies of the journal voucher must be sent to the addresses listed in 4 FAH-2 H-722 above.

4 FAH-2 H-724 THROUGH H-729 UNASSIGNED